



## Job Description

**Job Title:** Cover Supervisor/Teaching Assistant

**Contract Type:** Permanent, term-time only plus INSET, 32.5 hours per week

**Salary Range:** £27,269 to £28,624 (points 11-14) Pro-rata

**Actual Salary:** £20,555 to £21,577 (0.7538 FTE)

**Responsible to:** Headteacher/Business Manager

### JOB PURPOSE:

This is a combined role of a Cover Supervisor with the ability to as a Teaching Assistant when required to;

- Facilitate high quality learning within the classroom in the absence of the regular teacher;
- Improve the quality of learning and foster the participation of students in the social and academic processes of the school;
- Seek to enable students to become more independent learners;
- Help raise the standards of achievement for all students;
- Supervise classes during the short-term absence of the class teacher;
- Oversee students in the absence of their normal teacher, passing on to them work that has been left for them, and ensuring that they work quietly and effectively throughout the lesson.

### COVER SUPERVISOR DUTIES AND RESPONSIBILITIES:

#### SPECIFIC RESPONSIBILITIES

- Cover lessons for absent teachers as required;
- To facilitate and encourage learning which helps all students achieve their potential;
- To work with colleagues to support high standards of behaviour and attainment;
- To implement school policies and procedures;
- Support the overall ethos of the school.

When not required to cover lessons, you will be deployed to provide general assistance, for example to:

- Undertake teaching assistant duties as outlined below;
- Supervise groups of students working outside their normal classroom;
- Support individuals or groups with particular learning needs;
- Undertake exam invigilation as required.

Outside normal lesson times, cover supervisors will provide cover in the event of absence for a range of other professional duties normally undertaken by teachers. These may include; registration, supervision of students at the start and end of the day and during breaks and lunchtime and supervision of detentions for example. Cover supervisors may also be asked to assist teachers in undertaking these tasks.

#### **OUTLINE OF THE KEY TASKS WHEN COVERING LESSONS:**

Cover supervisors will be expected to:

- Receive instructions about the work to be undertaken by the class;
- These instructions will either be left by the absent teacher or by another qualified teacher;
- Ensure that the resources specified are available;
- Arrive promptly at the classroom;
- Ensure that the students are properly dressed in uniform, and have the correct equipment;
- Take the register;
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment;
- Respond to any questions from students about process and procedures;
- Deal with any immediate problems or emergencies according to the School's policies and procedures;
- Collect completed work after the lesson and pass to the appropriate teacher;
- Report, as appropriate using the School's procedures, on the behaviour of students during the class and on any problems arising.

#### **SUPPORT FOR THE SCHOOL**

- Maintain effective working relationships with colleagues and parents;
- Maintain and safeguard the confidential nature of student/teacher/home issues;
- Contribute to the maintenance of student safety and security, including break and lunchtime duties;
- Attend meetings as appropriate;
- All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

#### **TEACHING ASSISTANT DUTIES AND RESPONSIBILITIES:**

##### **SUPPORT FOR THE STUDENT**

- Support and direct activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and cognitive development;
- Help with care, personal hygiene and medical needs of students;

- Establish and maintain good working relationships with individual students and groups;

- Encourage acceptance and inclusion of all students;
- Contribute to the health and well-being of students;
- To support groups of students as directed during formal public or internal school examinations;
- To assist students on educational visits, residential trips, transition, off site placements and recreational activities as appropriate;
- By following advice and guidance around individual needs, develop an understanding of the specific needs of the students within the School community;
- To liaise effectively with teachers/parents/carers as appropriate;
- To assume responsibility for designated keyworker role, including implementing appropriate behaviour strategies, log books etc. as appropriate;
- Help with the writing and collation of IEPs/Review/Annual Review meetings.

#### SUPPORT THE TEACHER

- Liaise with classroom teachers;
- Create appropriate resources reflecting the various needs of students in lessons;
- Support student/s across the class as agreed by the teacher;
- Support with the collation of data for targeted students;
- To implement learning programmes a directed by the class teacher – with individuals;
- To monitor individual student's needs and provide regular feedback to the teacher, line manager and parents;
- Support the management of student behaviour under the direction of the Teacher.

#### SUPPORT FOR THE SCHOOL

- To take responsibility for display and upkeep of designated areas in the school;
- Maintain effective working relationships with colleagues and parents;
- Maintain and safeguard the confidential nature of student/teacher/home issues;
- Contribute to the maintenance of student safety and security, including break and lunchtime duties;
- Attend meetings as appropriate.

## Person Specification

### Qualifications and Experience

Relevant academic qualifications – Level 3 qualification and/or A level qualifications, including English and Maths at GCSE

Experience of working with young people

Experience of working within an educational setting

### Skills, abilities and competency:

### Qualifications and Experience

Confidence and independence including being able to work with a minimum of supervision within a team

Ability to work unsupervised and independently understanding school roles and responsibilities and your own position within these

Good time management skills

A willingness to contribute to extra-curricular programme

Sensitivity to the needs of a diverse school population

Willingness to maintain professional development

Ability to manage students in a classroom setting

### Generic Requirements:

- To support/cover all administration duties in school and to carry out any other duties as specified by the Headteacher or Business Manager, commensurate to the post
- To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Some of the work undertaken within the school is of a highly confidential nature. The post holder must at all-time maintain confidentiality

**Essential (E)**  
**Desirable (D)**

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**Essential (E)**  
**Desirable (D)**

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